

SECRET

**NOT TO BE REMOVED
FROM CIA BUILDINGS**

SUGGESTED OPERATIONAL IDEAS

YOU are encouraged to apply your experience and imagination to U.S. Government problems which require covert action or clandestine collection for their solution, in whole or in part.

The contributor should submit operational proposals by memorandum, in duplicate, addressed to the DDP through the Chairman of the Special Panel, Suggestion Awards Committee, Room 2 C 17, Headquarters Building. The memorandum should: (a) Explain the proposal concisely but with all pertinent details, background, etc., and (b) Include the name, room number, and telephone extension of the contributor, and be sealed in an envelope, appropriately classified.

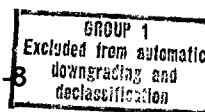
Please call us if you have any questions.

SUGGESTION AWARDS COMMITTEE

June 1963

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GUIDE FOR DETERMINING AWARDS FOR EMPLOYEE SUGGESTIONS WITH INTANGIBLE BENEFITS

INTANGIBLES MAY ALSO BE CONSIDERED WHEN TANGIBLE SAVINGS ARE PRESENT. BECAUSE OF THE NATURE OF INTANGIBLE BENEFITS, NO GUIDE CAN BE SO CONCLUSIVE AS TO MAKE THE DETERMINATION OF APPROPRIATE AWARDS AN AUTOMATIC AND SIMPLE PROCESS. YOUR RECOMMENDATION MUST STILL BE ARRIVED AT BY THE APPLICATION OF YOUR INFORMED JUDGEMENT, WHICH SHOULD CONSIDER ALL INFLUENCING FACTORS, SUCH AS THE EXTENT AND SCOPE OF APPLICATION, SIGNIFICANCE OF THE CONTRIBUTION AND IMPORTANCE OF THE PROGRAMS AFFECTED.

DEGREE OF BENEFIT	EXTENT OF APPLICATION				
	LIMITED	LOCAL	EXTENDED	BROAD	GENERAL
SLIGHT	\$ 15-25**	\$ 25-50	\$ 50-75	\$ 75-150	\$ 150-250
MODERATE	50-100	100-150	150-200	200-300	300-400
HIGH	150-250	250-350	350-450	450-600	600-750
EXCEPTIONAL	300-500	500-700	700-1000	1000-1500	1500-25000

DEGREE OF BENEFIT

SLIGHT	MINOR MODIFICATION OF AN OPERATING PRINCIPLE OR PROCEDURE. LIMITED POTENTIAL VALUE.
MODERATE	CONSIDERABLE MODIFICATION OF AN OPERATING PRINCIPLE OR PROCEDURE, HIGHER POTENTIAL VALUE.
HIGH	COMPLETE REVISION OF A BASIC PRINCIPLE OR PROCEDURE, VERY HIGH POTENTIAL VALUE.
EXCEPTIONAL	INITIATION OF A NEW PRINCIPLE OR MAJOR PROCEDURE, SUCH A CONTRIBUTION WHICH SUBSTANTIALLY ADVANCES AN IMPORTANT ACTIVITY OF THE AGENCY OR MAKES A SIGNIFICANT CONTRIBUTION TO SCIENTIFIC KNOWLEDGE.

EXTENT OF APPLICATION

LIMITED	AFFECTS THE IMMEDIATE WORK AREA OR IMMEDIATE ASSOCIATES. (1 to 25 employees.)
LOCAL	AFFECTS MORE THAN THE IMMEDIATE WORK AREA OR ASSOCIATES BUT IS WITHIN AN INSTALLATION, A FACILITY, A TECHNICAL OFFICE, A BRANCH, A DIVISION OR IS IN THE PUBLIC INTEREST ONLY IN THE LOCALITY. (26 to 1000 employees.)
EXTENDED	APPLICABLE TO SEVERAL INSTALLATIONS OR FACILITIES, OR IS IN THE PUBLIC INTEREST IN SEVERAL LOCALITIES OR IS WITHIN A MAJOR ORGANIZATIONAL ELEMENT SUCH AS A DEPUTY DIRECTOR'S COMPONENT. (1000 to 4000 employees.)
BROAD	APPLICABLE TO MANY INSTALLATIONS OR FACILITIES, TO TWO OR MORE DEPUTY DIRECTOR'S COMPONENTS, IS OF AGENCY-WIDE APPLICATION, OR IS IN THE PUBLIC INTEREST IN SEVERAL AREAS. (4000 or more employees.)
GENERAL	APPLICABLE THROUGHOUT SEVERAL LARGE AGENCIES OR A LARGE DEPARTMENT, OR IS IN THE PUBLIC INTEREST THROUGHOUT THE NATION OR BEYOND.

**THE MINIMUM CASH AWARD OF \$15.00 FOR INTANGIBLE BENEFITS WILL NOT BE GRANTED UNLESS THE CONTRIBUTION COMPARES FAVORABLY WITH IDEAS WHICH PRODUCE AT LEAST \$50.00 WORTH OF MEASURABLE BENEFITS.

APPROPRIATE NONFINANCIAL RECOGNITION IS AVAILABLE FOR SUGGESTIONS WHICH DO NOT MEET THE STANDARDS FOR CASH AWARDS.

SUPERVISORS ARE THE KEY TO THE SUCCESS OF THE SUGGESTION PROGRAM. WE NEED YOUR WHOLEHEARTED COOPERATION IN GIVING SUGGESTIONS A PROMPT, COMPLETE AND FAIR-MINDED EVALUATION. GOOD EVALUATIONS MEAN MORE AND BETTER SUGGESTIONS, WHICH IN TURN MEAN MORE SAVINGS -- IN MONEY, IN TIME, IN INCREASED EFFICIENCY OF OPERATION.

EVALUATION OF EMPLOYEE SUGGESTION <i>(Submit in duplicate)</i>		SUGGESTION NO.
TO: Executive Secretary Suggestion Awards Committee		FROM:
INSTRUCTIONS		
IN ORDER TO GUIDE THE SUGGESTION AWARDS COMMITTEE IN MAKING FINAL DETERMINATION, YOUR EXPLICIT COMMENTS ARE NECESSARY. "ACTION RECOMMENDED" SHOULD BE COMPLETED. IF TANGIBLE BENEFITS ARE INVOLVED, AN ANALYSIS OF THE ANTICIPATED FIRST YEAR'S SAVINGS SHOULD BE SHOWN. IF TANGIBLE BENEFITS ARE DERIVED, PLEASE INDICATE THE EXTENT OF BENEFIT AND DEGREE OF APPLICATION AS DEFINED IN THE <u>GUIDE ON THE REVERSE SIDE</u> .		
ACTION RECOMMENDED		
ADOPT FOR USE <i>(Date adopted or to be adopted)</i>	FURTHER STUDY REQUIRED <i>(Expected date of completion)</i>	
ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION	REFER SUGGESTION TO <i>(Component)</i>	
DISAPPROVED FOR ADOPTION	ACTION TAKEN AS A DIRECT RESULT OF THIS SUGGESTION <i>(Specify below)</i>	
ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION	OTHER <i>(Specify below)</i>	
ALTHOUGH NOT ADOPTED, STIMULATES AN IMPROVEMENT <i>(Specify below)</i>		
REASON FOR RECOMMENDATION		
DATE	SIGNATURE OF EVALUATION OFFICIAL <i>(Type name and title)</i>	

SUGGEST NOW

DON'T WAIT!
AN AWARD MAY BE
LOST IF YOU
PROCRASTINATE ! !

SO

- ANTICIPATE
- SPECULATE
- STIMULATE
- INVESTIGATE
- INTERROGATE
- COGITATE
- ARTICULATE
- INITIATE
- AND
- PARTICIPATE

NEED WE
REITERATE?
THINK OF A
SUGGESTION
NOW!

DON'T LET IDEAS
HIBERNATE . . .

BOOKMARK

YOU CAN MAKE
A WORTHWHILE
SUGGESTION . . .

Sound and workable ideas come from using a systematic approach to find the BEST improvements.

- Concentrate on what you know best.
- Pick a situation which needs improvement.
- Get and analyze all the facts.
- Think of ways for improvement.
- Seek advice and help from your supervisor.
- Explain suggestion fully on Form 244.

(Forms are available at the

SUGGESTION

AWARDS
BULLETIN

BOARDS